

**Governor's Commission on Service and Volunteerism**  
**July 25, 2007**  
**Minutes**

A regular meeting of the Governor's Commission on Service and Volunteerism was convened on July 25, 2007 at the duBois Center in the Freemont Room at Northern Arizona University, Flagstaff, Arizona. Notice having been duly given. Present and absent were the following members of the Governor's Commission on Service and Volunteerism:

<b>Members present:</b> Anissa Villegas Brenda Patterson Chris Hogan Courtney Klein Dan Gregory Derrick Stinson Gail Knight Gerri Goldtooth Irene Eldridge Mary Mitchell Robin Hanson Ruth Britton Teresa Minnick William Ludeke	<b>Members absent:</b> Elizabeth Archuleta Gerry Corcoran Carlos Galindo-Elvira Dr. Daniel Garvey Betsy Green Ryan Johnson Jamie Martinez Liliana Ortega Spencer Willie	<b>Staff present:</b> Aaron Fanwick Bob Shogren Calita Calloway Huma Haroon Kimberly Broadie Lindsey Ashmore Tammy Paz-Combs Irene Jacobs David Barnhouse
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**A. Call to Order**

Chair Dan Gregory called the meeting to order at 8:40 am.

**B. Welcome and Introductions**

Chair Dan Gregory welcomed Commissioners and staff to the meeting.

**C. Review of Packet and Agenda**

Commission Executive Director Bob Shogren reviewed the packet with Commissioners and staff. The packet included the agenda, April meeting minutes, Commissioner Development Institute materials, Committee Work Plans, Executive Order, Formula Renewals, Audit Management Letter, CNCS Site Visit Reports, Press Releases, Commissioner Reports, Committee Updates, and New Business.

**D. Approval of Minutes for April 2007**

Commissioner Robin Hanson moved to approve the April 2007 meeting minutes. Commissioner Ruth Britton seconded. The motion passed noting the correction of adding Brenda Patterson to the list of Commissioners in attendance at the April 27, 2007 meeting. **(07.03.01)**

**E. AmeriCorps\* State Program Report**

Dustin Woodman, Program Director for Coconino Rural Environment Corps, presented on their program's structure, accomplishments and an overview of success other states have had following the Civilian Conservation Corps (CCC) mission.

## **F. Commissioner Reports**

1. Commissioner Institute – Commissioner Terrie Minnick gave a report on the Commissioner Institute that was held last spring in New Orleans. She reported that everyone was impressed with the branding efforts of the Arizona Commission. She also offered suggestions for future directions and activities for the Commission, including; forming an Alliance in Arizona, we can continue to work to do a better job telling our story in Arizona, matching AmeriCorps member education awards, working with neighboring states on events/issues, and organizing a breakfast for new legislators when elected. She also reported that the Katrina tour was depressing and still really disturbing and that if anyone is in a position to help with time or money they should do so.
2. National Conference – Commissioner Bill Ludeke reported that it was his first experience with attending a national conference. He was interested in learning more about recruiting volunteers and working with baby boomers. Commission Chair Dan Gregory reported on activities of the America's Service Commissions (ASC).

## **G. Committee Updates**

1. Governor's Mentoring Initiative – Committee Chair Gail Knight reported on plans for the upcoming activities slated for January 2008, including the kick-off event in January, the basic concept of the event and the payroll staffer is to attract state employees to become mentors.
2. Communications – Committee Staff Bob Shogren reported that the committee has identified the need for a statewide marketing strategy for volunteer recruitment and providing Commissioners with more resources to use in engaging more at the local level.
3. Program Support – Committee Chair Chris Hogan reported that the committee is working to research alternatives to support program fingerprinting needs for both members and volunteers. Division Director Tammy Paz-Combs also provided an update on the Ed Award Match. She reported that a proposal had been submitted to the Governor's Legislative Team requesting \$1.3 M for Arizona universities to match Ed Awards. The match would be limited to AmeriCorps members that serve in Arizona.
4. Engagement – Committee Chair Robin Hanson reported that the committee discussed engaging Commissioners in service projects at the sites where meetings occur, Commissioners adopt an AmeriCorps program in their area, and that there are currently open slots for additional committee members.
5. Volunteer Service Awards – Committee Chair Courtney Klein reported that the committee has been working to identify a date for the 2007 awards (with the hopes that the Governor will be able to attend), discussing the engagement of sponsors and working to revise the program for 2007.

## **H. New Business**

1. Executive Order—Commission Executive Director Bob Shogren provided a brief review of Executive Order 2007-20, The Governor's Commission on Service and Volunteerism, which replaces the Executive Order that expired at the end of June. He added that the difference with the new Executive Order is that the new Executive Order sets a minimum number for Commission membership, an annual report to the Governor has been added and the flexibility for Commissioners to send his/her delegate has been added.

2. Formula Renewals

AmeriCorps Program Administrator Huma Haroon provided a synopsis of the renewal process for the AmeriCorps formula programs and recommended to the Commission the continued funding for program year 2007-2008 for all programs. It was moved by Derrick Stinson to approve the formula renewals for 2007-2008. The motion was seconded by Chris Hogan . The motion carried. **(07.03.02)**

3. Audit Management Letter

CYD Director Tammy Paz-Combs reported that the final management letter for the audit has been received and that questioned costs had been returned to the Corporation and to the Trust. Additionally, new policies and procedures have been implemented to ensure greater success for future audits. Overall, with costs of less than one-half of one percent questioned, the Commission's audit was regarded as extremely successful.

4. CNCS Site Visit Report

Commission Executive Director Bob Shogren reported that CNCS Program Officer Charles Enciso and Financial Officer Susan Woo conducted a site visit on June 6 and 7, 2007. Ms. Woo reviewed financial documents and Mr. Enciso provided training to new staff and also spent time developing future strategies for better utilizing AmeriCorps resources in Arizona.

5. Formula Funding Strategy

Commission Executive Director Bob Shogren led a discussion regarding the development of funding strategy to more fully access both formula and competitive funding resources available through the Corporation for National and Community Service for the State of Arizona. To maximize the potential of both resources, Mr. Shogren outlined the current strategy and also a possible strategy for the next round of AmeriCorps funding, beginning with the 2009-2010 program year.

Current:

AmeriCorps funding occurs on a three-year cycle. The Arizona Commission has developed a grant making practice that aligns with this cycle. When initial applications are submitted at the beginning of the cycle, high quality applications are forwarded to the Corporation for competitive funding. Based on the number of awards from the national competition, the Commission uses the remainder of the funds for operational programs that have been approved. For the three year cycle, the Commission's practice has been to return to the national competition successful proposals and fund the remainder through formula funds. If enough of the funds remain to offer additional operational or planning programs, the Commission organizes to do so. As a result, the Commission historically does not utilize all of the \$1.7 M of the formula allocation.

An Alternative Funding Strategy

The 2009-2010 program year may provide the Commission with more flexibility in funding AmeriCorps programs and may prove to take greater advantage of both the Corporation's annual competition for AmeriCorps funding and the Commission's formula AmeriCorps funding.

2008-2009. (last year of current funding cycle)

The guidance for the grant-making process may be written with the flexibility to fund both operational and planning grants simultaneously. In February, high quality proposals will be sent to the national competition for funding. Based on the number of competitive programs

awarded, the Commission will fund both operational and planning grants for the 2009-2010 program year.

2009-2010. (first year of the new three year cycle)

Operational grantees will start-up and run for the first year of the new cycle. In the process of grant renewals for year two, both operational and planning grantees will work to refine their proposed programs, rework their grant applications and submit to the Corporation's annual competition with the possibility of increasing the competitive share of AmeriCorps funding for Arizona.

2010-2011. (second year of the new three year cycle)

Should additional competitive funding be awarded, more of the Commission's formula funds will be available to make planning programs operational. End result will be that the original slate of operational and planning grants that were made will now all be operational programs. If a balance of 2010-2011 formula funds remains, an independent grant-making process can be initiated to fund planning grants during the third year of the three year cycle.

2011-2012. (third year of the three year cycle)

All of the Commission's AmeriCorps programs will be operational, high quality renewal proposals that will again be sent to the Corporation to seek competitive awards and the Commission may also award additional planning grants as a result of the independent grant-making process during 2010-2011.

Consensus agreement moves the matter to the Program Support Committee for further consideration.

6. Nomination Committee

Commission Chair Dan Gregory announced the need to form a nominating committee to recommend a new Commission Chair at the October meeting. Volunteers for the nominating committee included Robin Hanson, Brenda Patterson, Gail Knight, Betsy Green, and Bill Ludeke.

7. Other

It was announced that the next meeting of the Governor's Commission on Service and Volunteerism would meet on October 24, 2007, in Tucson. It was also announced that due to increasing professional demands, Catherine Land and Elizabeth Archuleta resigned.

**H. Call to the Public**

Commission Chair Dan Gregory announced the Call to the Public and no announcements were made.

**I. Adjournment**

Robin Hanson moved to adjourn the meeting at 4:37 p.m. Seconded by Chris Hogan.  
Motion carried. (07.03.03)

Respectfully Submitted,  
Calita Calloway  
Senior Administrative Coordinator,  
Division for Finance and Administration